



**STATE ASSESSORS BOARD
REGULAR MEETING MINUTES OF FEBRUARY 22, 2008
Bond Finance Board Room, Richard H. Austin Building
430 West Allegan Street, Lansing, Michigan**

CALL TO ORDER: The February 22, 2008 meeting of the State Assessors Board was called to order at 9:38 a.m. in the Bond Finance Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Henry O. Allen, Member
Maxine J. McClelland, Member (left at 1:35 p.m.)
Frederick W. Morgan, Member (arrived at 10:20 a.m.)

Member absent: Raman A. Patel, Vice Chairperson (excused)

Staff present: David C. Lee, Executive Secretary

APPROVAL OF MINUTES: It was moved by McClelland, seconded by Allen, and unanimously approved to adopt the regular meeting minutes of the January 4, 2008 meeting of the State Assessors Board as presented.

PUBLIC COMMENT: There was no public comment.

EDUCATIONAL PROGRAMS:

1. No action was taken by the Board with regard to the information-only communication from the Executive Secretary concerning six-hour renewal evaluations.
2. No action was taken by the Board with regard to the information-only communication from the Executive Secretary concerning the equalization course development group.
3. It was moved by Allen, seconded by McClelland, and unanimously approved to adopt as presented a policy/procedure concerning the late completion of renewal requirements by assessing officers.
4. It was moved by McClelland, seconded by Allen, and unanimously approved to provide State Assessors Board educational materials and services free of charge to two Department of Attorney General staff members.
5. It was moved by McClelland, seconded by Allen, and unanimously approved to grant approval to the level 3 experience qualification requests of Ms. Deborah J. Bigelow, Ms. Kendra L. Bontinen, Mr. Eric A. Dunlap, Ms. Paula J. Hannah-Moore, Mr. Robert P. Knoblauch, Ms. Sandra K. Peck, Ms. Colleen Reed, Mr. Bryan A. Renius, and Ms. Patti A. Roell and to grant approval to the level 4 experience qualification request of Ms. Janet M. Laing.

CERTIFICATION LEVEL MATTERS: It was moved by McClelland, seconded by Allen, and unanimously approved to grant the request of Bath Charter Township, Clinton County, to waive the level 3 unit requirements for the Township for 18 months.

CERTIFICATION APPLICANTS: It was moved by McClelland, seconded by Allen, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

**Certification Applicants
February 13, 2008**

Level 1

Avery, Tanya M.
Babb, Colleen M.
Brown, Cynthia K.
Correll, Donald W.
Doyle, Robert J.
Duquette, Nicole
Durham, David
Ford, Valerie A.
Glass, Michael A.
Glynn, Michael S.

Gombos, Jeanette
Goodenough, Robert A.
Grimwade, Cynthia
Hendrickson, Brad
Kitson, Holly E.
Loula, Marge
Malear, Debra
McVeigh, Koleen
Migda, Caleb E.

Murawski, Justin
O'Neal, Stefanie A.
Paul, Becky J.
Richter, Heather R.
Ross, Patricia K.
Stafford, Jane M.
Wentzel, Susan K.
Wetzel, Kristen
Wing, Glenn

Level 2

Britton, Ellen M.
Dotson, Paula
Ferraro, Debra A.
Grimwade, Cynthia

Klaassen, Janice L.
Kraus, Paula V.
Nicks, Rachel
Schwartz, Elizabeth

Skiver, Angela
Sleep, Gloria L.
Williams, Veronica T

Level 3

Chappell, Shannon M.
Fackler, Tod G.
Falkenberg, Andrew W.C.
Harrington, Judith A.
Isenberg, Joycelyn R.
Kelso, Laurie K.

Kolenda, Jeanne L.
Licari, James J.
McKenzie, Debra L.
Petronski, Alisa J.
Pung, Lisa L.
Ritchie, Christine A.

Shepardson, Jennifer L.
Toogood, Joseph
Trujillo, Teresa
Valentine, Deborah K.
Vidovic, Nermina N.
Zamenski, Patricia H.

**Certification Totals
February 13, 2008**

Level 1	602
Level 2	966
Level 3	899
Level 4	<u>148</u>
Total	2,615

CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(i), 15.243(1)(d), 15.243(1)(g), and 15.243(1)(k) and the Open Meetings Act, MCL 15.267(2).) A motion was made by Allen and seconded by McClelland to go into closed session. A roll call vote occurred: Hobart—yes, Allen—yes, and McClelland—yes. The motion was unanimously approved.

A closed session was held for the following items:

1. Oral examination for level 4 certification (Board Member Morgan arrived during this examination at 10:20 a.m.)
2. Discussion of the closed meeting minutes from January 4, 2008
3. Discussion of narrative appraisal 195
4. Discussion of narrative appraisal 197
5. Discussion of narrative appraisal 198
6. Discussion of January 2008 course examination results
7. Discussion of attorney general staff advice
8. Informal revocation hearing for revocation petition 07-0021
9. Informal revocation hearing for revocation petition 07-0028
10. Informal revocation hearing for revocation petition 08-0001 (Board Member McClelland departed from the meeting during this hearing at 1:35 p.m.)
11. Discussion of revocation petition 07-0001
12. Discussion of revocation petition 08-0002

A motion was made by Allen and seconded by Morgan to return to open session. A roll call vote occurred: Hobart—yes, Allen—yes, and Morgan—yes. The motion was unanimously approved.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS:

1. It was moved by Allen, seconded by Morgan, and unanimously approved to adopt the closed meeting minutes of January 4, 2008 as presented.
2. It was moved by Allen, seconded by Morgan, and unanimously approved not to approve the level 4 candidate as having passed the oral examination (due to the candidate's failing grade).
3. It was moved by Allen, seconded by Morgan, and unanimously approved to approve the grader's failing grade for the second submission of narrative appraisal 195.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS (Continued):

4. It was moved by Allen, seconded by Morgan, and unanimously approved to approve narrative appraisal 197 as meeting the requirements for a successful demonstration narrative appraisal.
5. It was moved by Allen, seconded by Morgan, and unanimously approved to approve the grader's failing grade for the second submission of narrative appraisal 198.
6. The Board took no action with regard to the January 2008 course examination results.
7. It was moved by Allen, seconded by Morgan, and unanimously approved to have the Executive Secretary draft a policy/procedure for consideration by the Board regarding the initiation of revocation proceedings against assessing officers for criminal conduct in performing official duties.
8. It was moved by Allen, seconded by Morgan, and unanimously approved to proceed to a formal revocation hearing with regard to revocation petition 07-0021.
9. It was moved by Allen, seconded by Morgan, and unanimously approved to proceed to a formal revocation hearing with regard to revocation petition 07-0028.
10. It was moved by Allen, seconded by Morgan, and unanimously approved to proceed to a formal revocation hearing with regard to revocation petition 08-0001.
11. It was moved by Allen, seconded by Morgan, and unanimously approved to request Assessment and Certification Division staff to review the written response to the allegations regarding omitted property contained in revocation petition 07-0001 which was submitted by the assessing officer named in the petition.
12. It was moved by Allen, seconded by Morgan, and unanimously approved to ask the assessing officer named in revocation petition 08-0002 to respond in writing to one of the allegations contained in the petition.

COMMUNICATIONS: There were no communications.

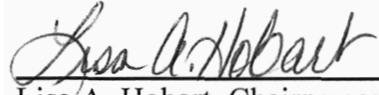
OTHER BUSINESS: Possible changes to the 2008 State Assessors Board meeting schedule were discussed.

ANNOUNCEMENTS: The next meeting of the State Assessors Board is scheduled for March 28, 2008 at 9:30 a.m. in the first floor Bond Finance Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

ADJOURNMENT: It was moved by Morgan, seconded by Allen, and unanimously approved to adjourn the meeting. The meeting adjourned at 2:25 p.m.

Date minutes typed: March 3, 2008

Date minutes approved: 3-28-08



Lisa A. Hobart, Chairperson